
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the written examination for the Correctional Counselor II job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. READING COMPREHENSION**(12 Questions)**

The ability to accurately read and understand information is an extremely important part of this job. Employees must be able to read and understand agency policy manuals and regulations, legislation and laws. The questions in this test section test your ability to read and comprehend written information by giving you passages to read and asking you to interpret the information presented in the passage. The passage topics include:

- Organizational work policies and practices;
- Reasoning processes;
- Preparing reports;
- Role of casework in rehabilitation.

II. ENGLISH USAGE**(12 Questions)**

Communication is a significant part of this job. Employees must have the ability to use correct grammar in speech and in writing in order to obtain and provide information in a clear and accurate manner. This section of the exam tests your knowledge of the English language as well as spelling and your skill in using correct English in daily business communication. Test question topics include:

- Identifying correctly spelled words from a group of correctly and incorrectly spelled words;
- Determining which sentence from a group of four represents the best use of English.

III. WRITING**(12 Questions)**

Employees in this job must possess skill in written communication. This skill is necessary for the performance of tasks such as preparing reports of progress on assigned cases. Test question topics include:

- General report preparation techniques;
- Outlining major topics for reports;
- Report theme development;
- Arrangement of report components;
- Effective use of paragraphs.

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IV. INTERVIEWING

(12 Questions)

Employees in this job must be knowledgeable of interview techniques. This is necessary for the performance of tasks such as providing orientation and support to clients. Test question topics include:

- Interpersonal communication skills;
- Interview techniques;
- Managing difficult situations encountered with clients during interviews.

V. COUNSELING

(12 Questions)

Employees in this job must be able to effectively counsel clients. Counseling is provided to help clients cope with various situations which arise given the institutional environment and their incarcerated status. This section tests your knowledge of counseling strategies and techniques as applied in this job. Test question topics include:

- The psychology of counseling;
- Behavior modification strategies;
- Correctional counseling techniques.